Section 1
Processing SF-52s
Proponent: West CPOC
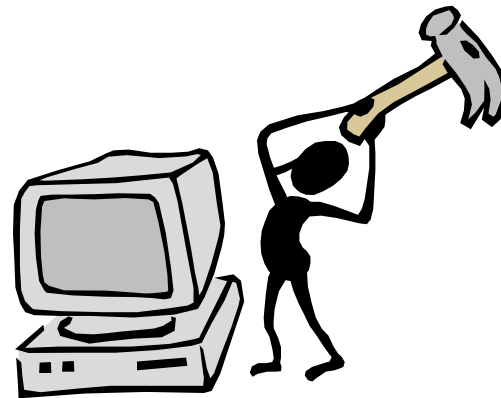
Sub-Section	Topic	Remarks
N/A	PERSACT Actions	Depicts total numbers of all personnel actions processed through CPACs and CPOC using PERSACT.

Apr

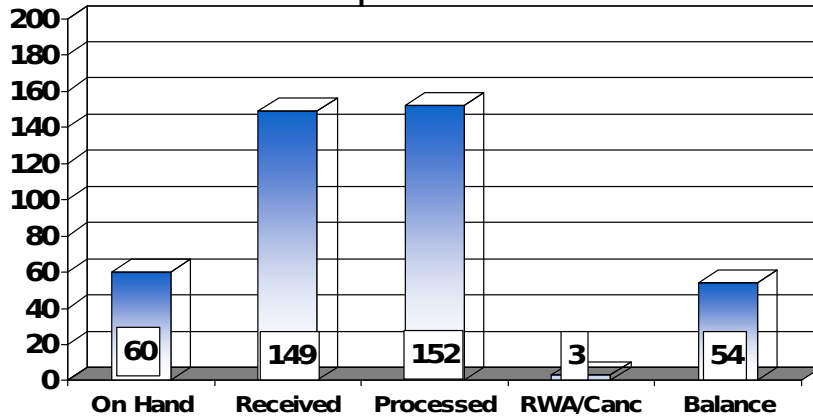| On Hand	Received	Processed	RWA/Canc	Balance
60	149	152	3	54

May

On Hand	Received	Processed	RWA/Canc	Balance
54	236	173	8	109

Jun

On Hand	Received	Processed	RWA/Canc	Balance
109	609	315	6	397

3rd Qtr

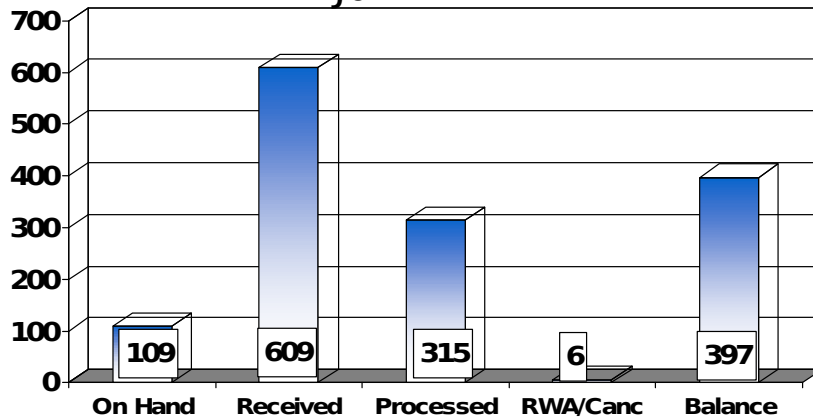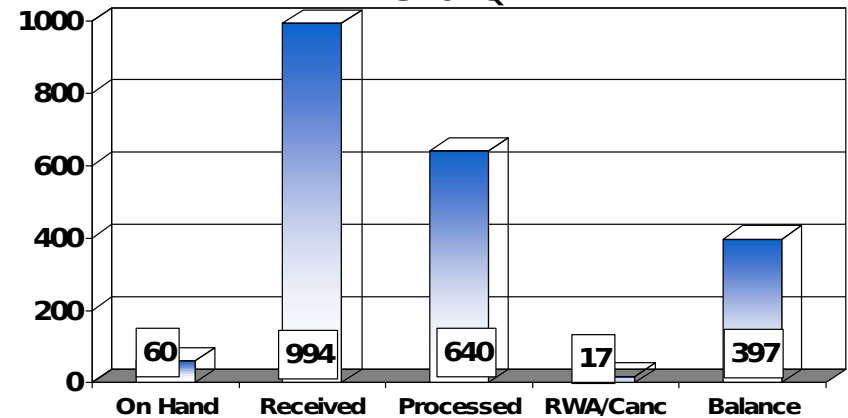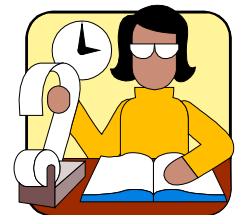| On Hand	Received	Processed	RWA/Canc	Balance
60	994	640	17	397

W E S T R e g i o n
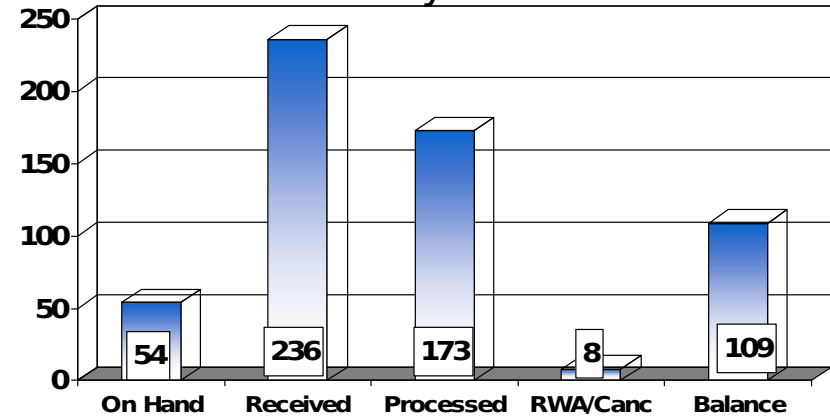
ANALYSIS: Volume of actions received and processed continues to build as White Sands is fully stood-up. Increase in number of actions on hand at the end of the quarter primarily due to approximately 300 realignment actions. Beginning of 4th Qtr will see balancing as these realignments are processed.

SECTION 2
Classifying Jobs
Proponent: WCPOC, Classification Division

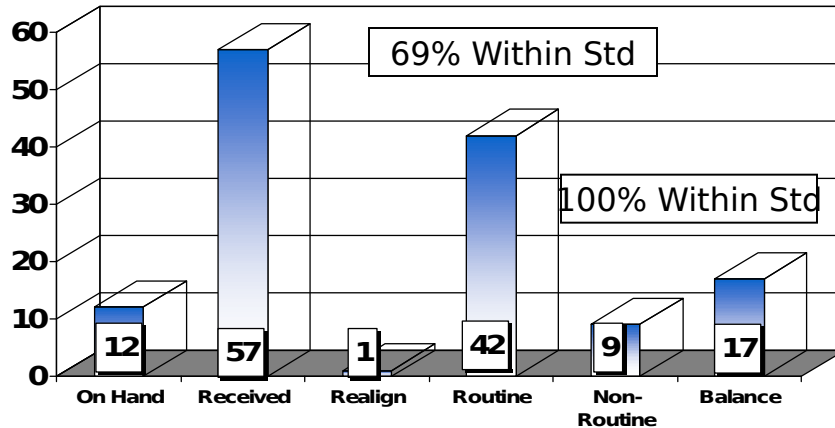| Sub-Section	Topic	Remarks
A	Classification Actions Processed	Demonstrates volume and timeliness of personnel actions requiring handling by a position classifier. Routine actions are those which require only a cursory review in the Division. Nonroutine actions require the classifier to do a job analysis or advisory.
B	New Position Descriptions	Indicates usage of Army tools for classification.
C	1999 Trends	Provides analysis of volume and timeliness of work for the FY to date.

PROPONENT: **WCPOC-CD**

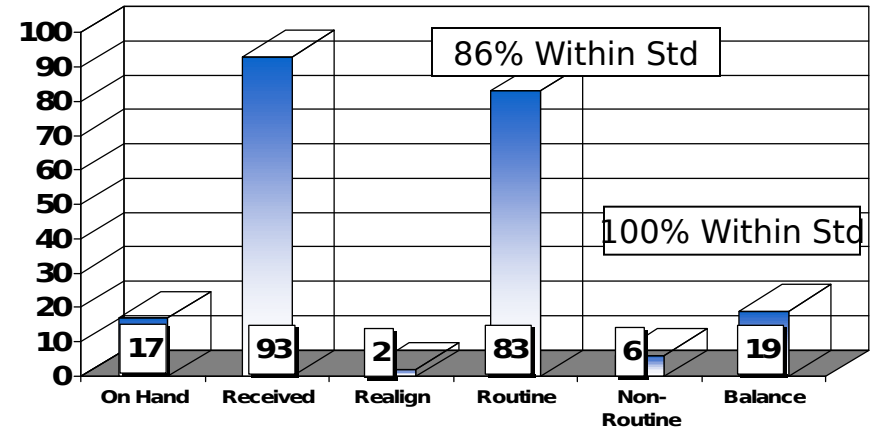**STANDARD:** Routine, 4 Days from Date Received in CD
Non-Routine, 30 Days from Date Received in CD

ASSESSMENT: **Routine: Red**
Non-Routine: Green

Apr

	On Hand	Received	Realign	Routine	Non-Routine	Balance
	12	57	1	42	9	17

69% Within Std

100% Within Std

May

	On Hand	Received	Realign	Routine	Non-Routine	Balance
	17	93	2	83	6	19

86% Within Std

100% Within Std

Jun

	On Hand	Received	Realign	Routine	Non-Routine	Balance
	19	369	14	55	5	314

62% Within Std

80% Within Std

3rd Qtr

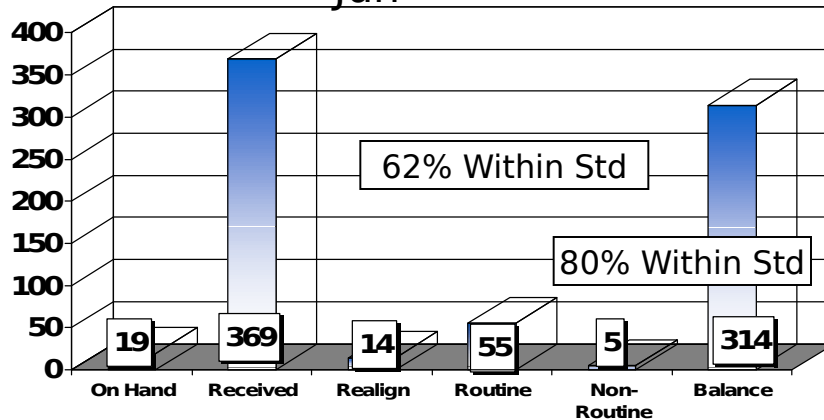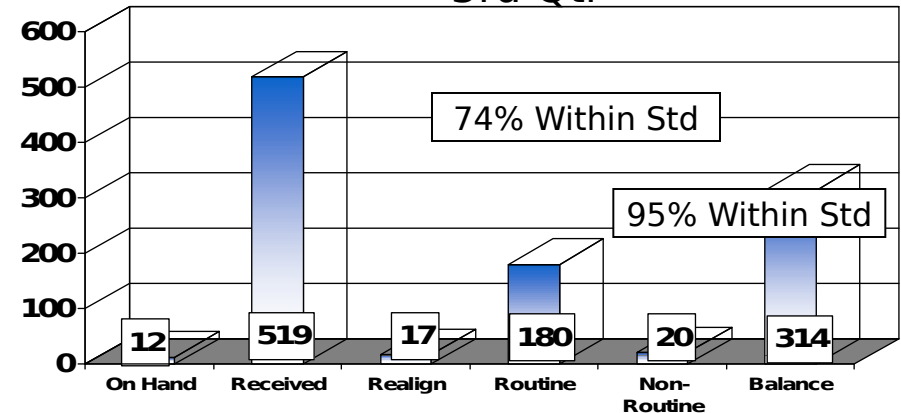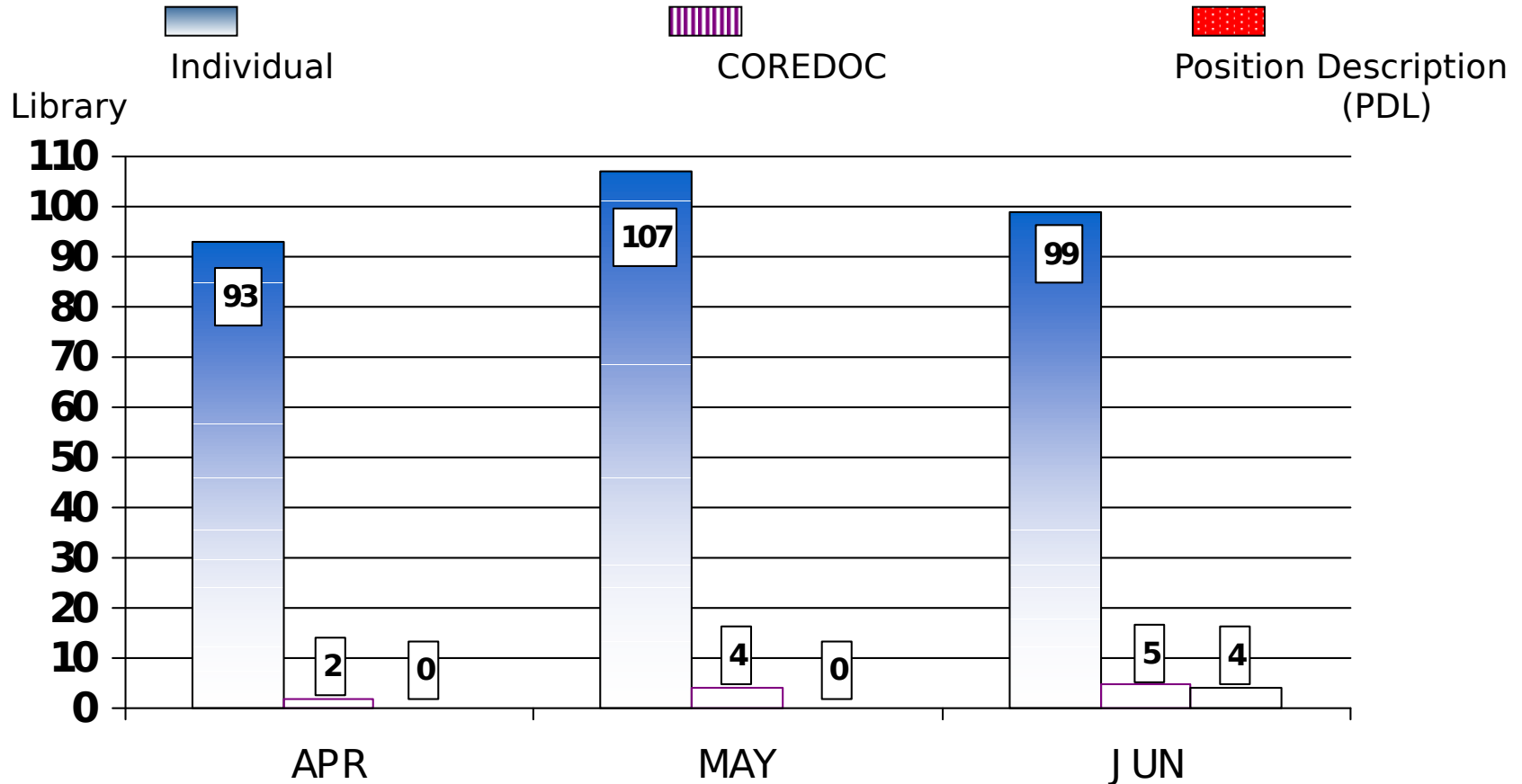|	On Hand	Received	Realign	Routine	Non-Routine	Balance
	12	519	17	180	20	314

74% Within Std

95% Within Std

W E S T Region

ANALYSIS: Volume of routine actions has increased as transition settles in. The increase was accompanied by a drop in timeliness from "amber" to "red". "Get the routines out day" should help improve next quarter's performance. The large on hand balance at the end of June was due to about 300 realignments arriving in late June.

Individual Library | COREDOC | Position Description (PDL)

APR: Individual 93, COREDOC 2, PDL 0

MAY: Individual 107, COREDOC 4, PDL 0

JUN: Individual 99, COREDOC 5, PDL 4

ANALYSIS: COREDOC and PDL are seldom used. The number of new job descriptions established continues a quarterly upward trend (45% increase over the previous quarter). The addition of two activities this quarter contributed only 7% to that increase. There is some early indication that FASCLASS will have more of an impact assisting managers in creating new job descriptions than either COREDOC or PDL, as eventually managers will have access to not only every job in the West Region but jobs in the other Army regions as well.
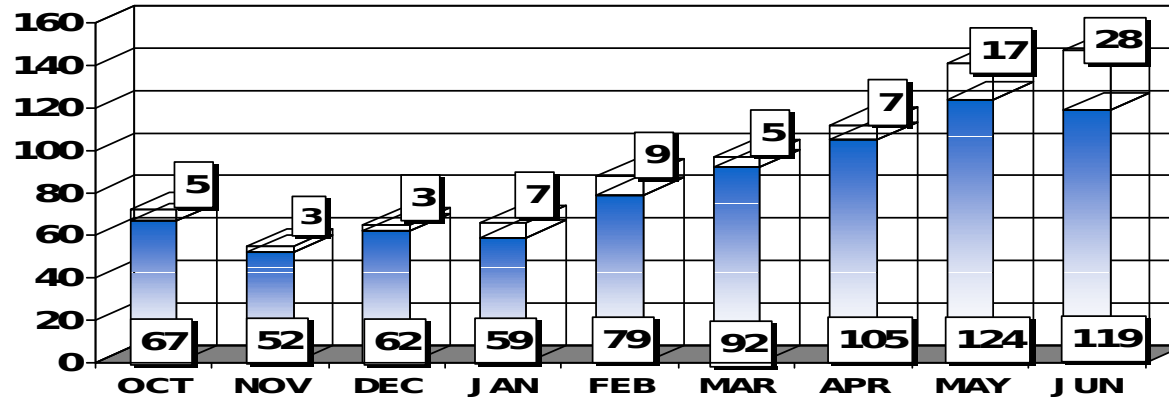
WEST Region

PROPONENT: WCPOC-CD

STANDARD: Routine, 4 Days from Date Received in CD
Non-Routine, 30 Days from Date Received in CD

ASSESSMENT: **Routine - Amber**
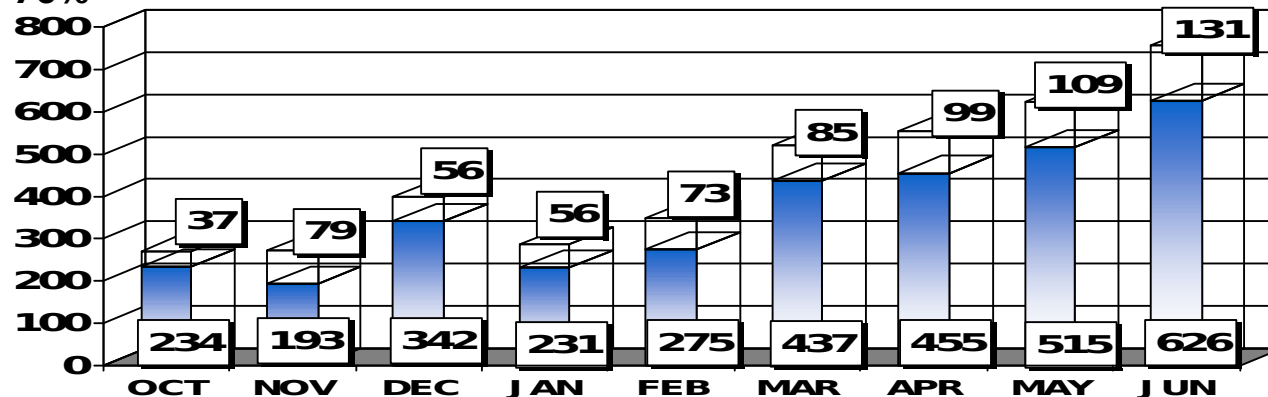**Non-Routine - Am...**

NON-ROUTINE

Legend:
- In Standard
- Not in Standard

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Not in Standard	5	3	3	7	9	5	7	17	28
In Standard	67	52	62	59	79	92	105	124	119

In Standard
86% 76% 93% 95% 95% 89% 90% 95% 93%

ROUTINE

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Not in Standard	37	79	56	56	73	85	99	109	131
In Standard	234	193	342	231	275	437	455	515	626

In Standard
79% 79% 86% 71% 86% 80% 79% 84% 78%

ANALYSIS: Non-routine actions have shown a steady decline since March, which roughly approximates the beginning of the FASCLASS project. FASCLASS has also impacted routine performance - in all but one month since FASCLASS started. The total number of routine and non-routine actions processed increased by 66% over the previous quarter. The focus on routine actions by the "get the routines out day" should help in the next quarter, as should the cross leveling of non-routine actions of over 20 days.

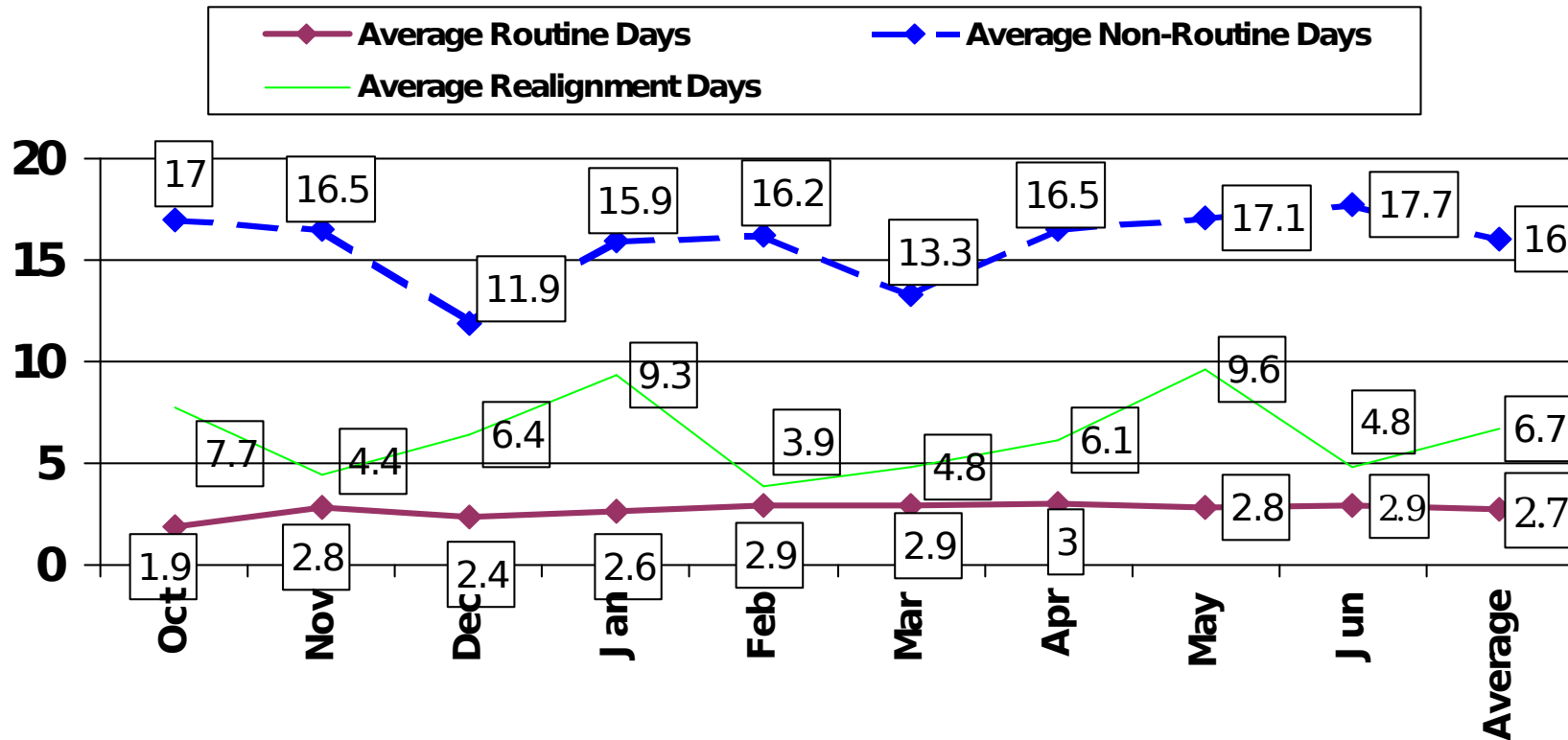W E S T Region

PROPONENT: **WCPOC-CD**

STANDARD: Routine, 4 Days from Date Received in CD
Non-Routine, 30 Days from Date Received in CD

ASSESSMENT: **Non-Routine - Green**
Routine - Green

Legend: Average Routine Days, Average Non-Routine Days, Average Realignment Days

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average
Average Non-Routine Days	17	16.5	11.9	15.9	16.2	13.3	16.5	17.1	17.7	16
Average Realignment Days	7.7	4.4	6.4	9.3	3.9	4.8	6.1	9.6	4.8	6.7
Average Routine Days	1.9	2.8	2.4	2.6	2.9	2.9	3	2.8	2.9	2.7

ANALYSIS: Routine actions are within standard; the overall increase from the previous quarter is due in part to diversion of resources to the FASCLASS project. Non-routine actions have been increasing but continue to be within standard. The average time for processing these actions below standard is due to a significant portion of routine actions being processed in a day or less, and non-routine actions being processed in less than 10 days. The SOP to address processing of realignments has been issued and should help stabilize the up and down performance of realignments over the year.
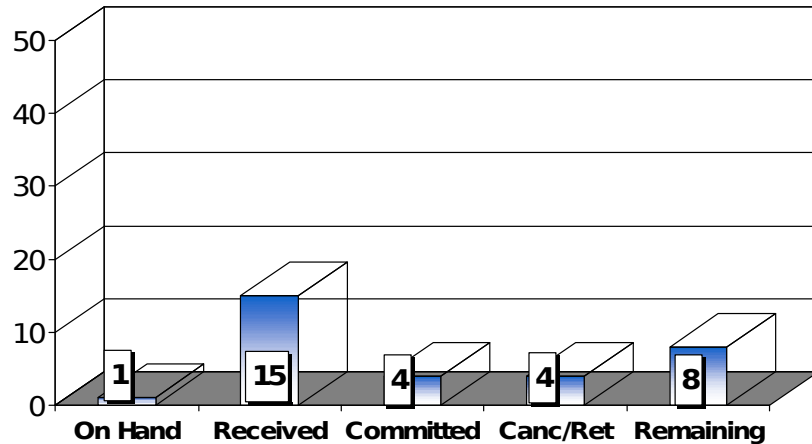
W E S T Region

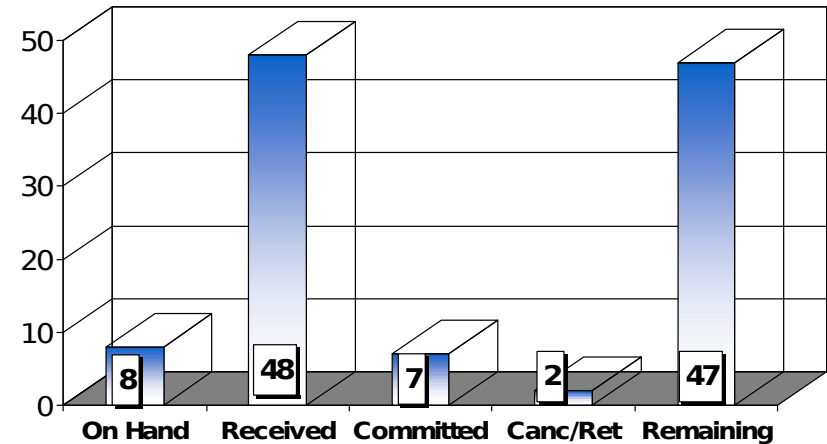| Sub-Section	Topic	Remarks
A	Recruitment Activity – Jobs Filled	Illustrates how many jobs are being filled and the status of actions on hand at the end of the quarter.
B	Referral Lists Issued	Shows volume and timeliness of referral lists issued – on the basis of days to issue the list from the time the action is received in this Division. This includes both open and closed actions where referrals have been issued.
C	Resumes in Resumix Database	Depicts the number of resumes in the system from external and internal candidates.
D	Average Processing Time	Demonstrates the breakdown of time in the fill process-how actions flow through the various steps in the process. This presents data on actions closed (i.e., completed) during the quarter.
E	Management Feedback on Resumix	Illustrates management feedback on the Resumix process.

Apr

On Hand	Received	Committed	Canc/Ret	Remaining
1	15	4	4	8

May

On Hand	Received	Committed	Canc/Ret	Remaining
8	48	7	2	47

Jun

On Hand	Received	Committed	Canc/Ret	Remaining
47	29	36	5	35

3rd Qtr

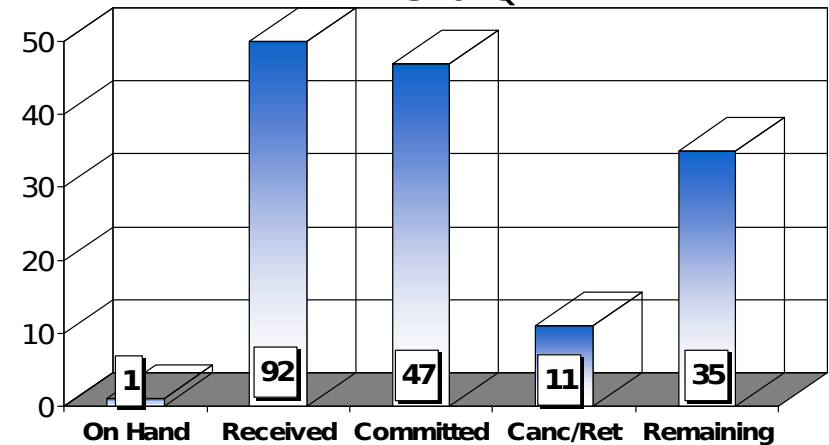| On Hand	Received	Committed	Canc/Ret	Remaining
1	92	47	11	35

ANALYSIS: This quarter 47 positions were committed - 42 through competitive procedures, 1 through PPP and 4 through other non-competitive procedures. Of the 35 remaining actions, 20 have referrals issued, 2 have PPP issues working, and 13 are pending referral.

WEST Region

TOPIC:	Referral Lists Issued - White Sands Missile Range 3RD QTR-FY99	
PROPONENT: WCPOC - SSD		
STANDARD: Resumix: 5 Calendar Days from Date Received in SSD DEU: 36 Calendar Days from Date Received in SSD	**ASSESSMENT:** Amber	

Number of Referrals Issued

Within Std	75%	75%	82%	78%
	Apr	May	Jun	3rd Quarter Total
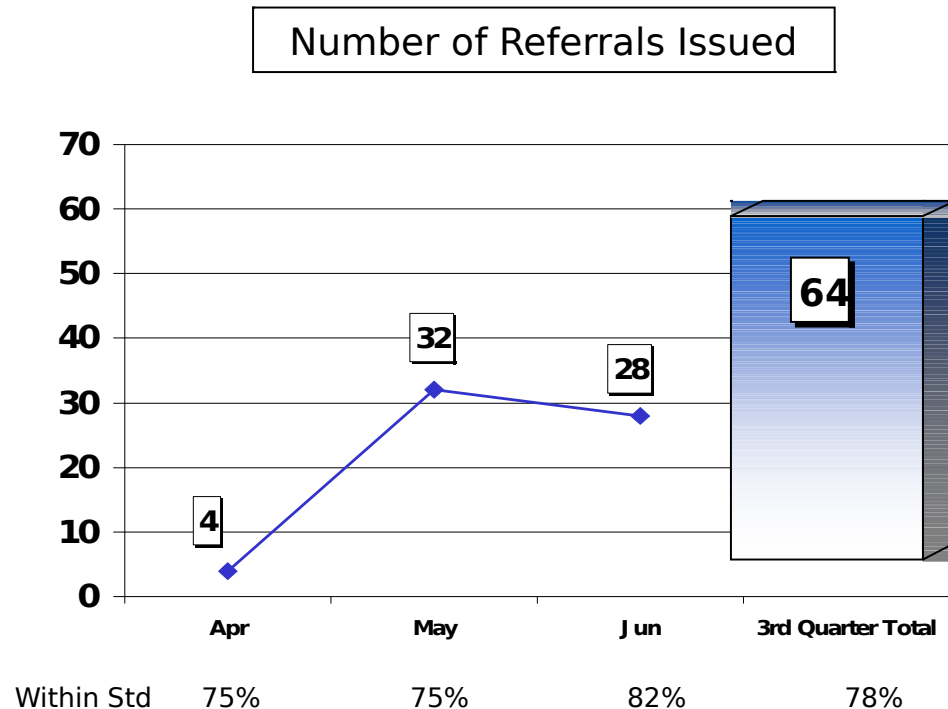
ANALYSIS: After last quarter's limited activity due to transition, this quarter represents a better reflection of timeliness in issuing referrals. Timeliness has improved over the quarter with an overall rate of 78%. With continued emphasis on quality control and production management, improvement trend is expected to continue.

W E S T Region

TOPIC: Internal Resumes in Resumix Database - White Sands Missile Range	3RD QTR-FY99
PROPONENT: WCPOC - SSD	

Not In Resumix

In Resumix

Mandatory Career Program (CP) Level Employees

763

733

514
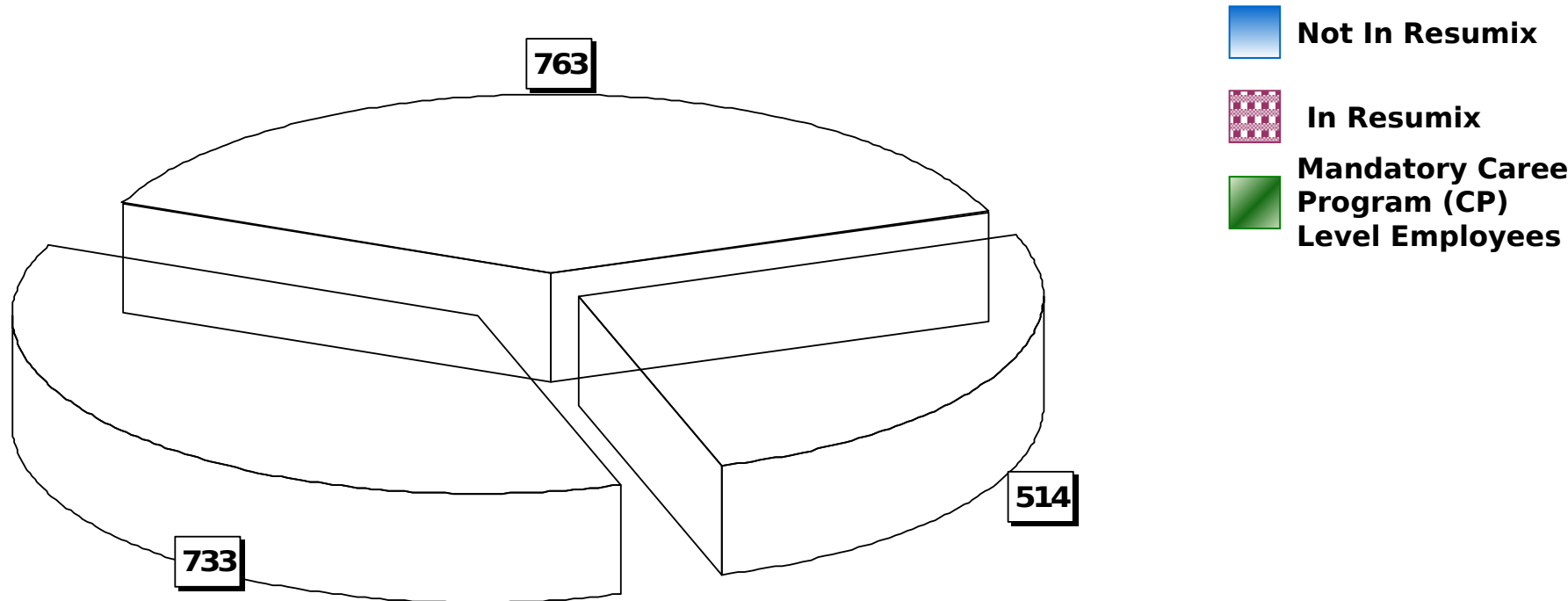
Total Population: 2,010

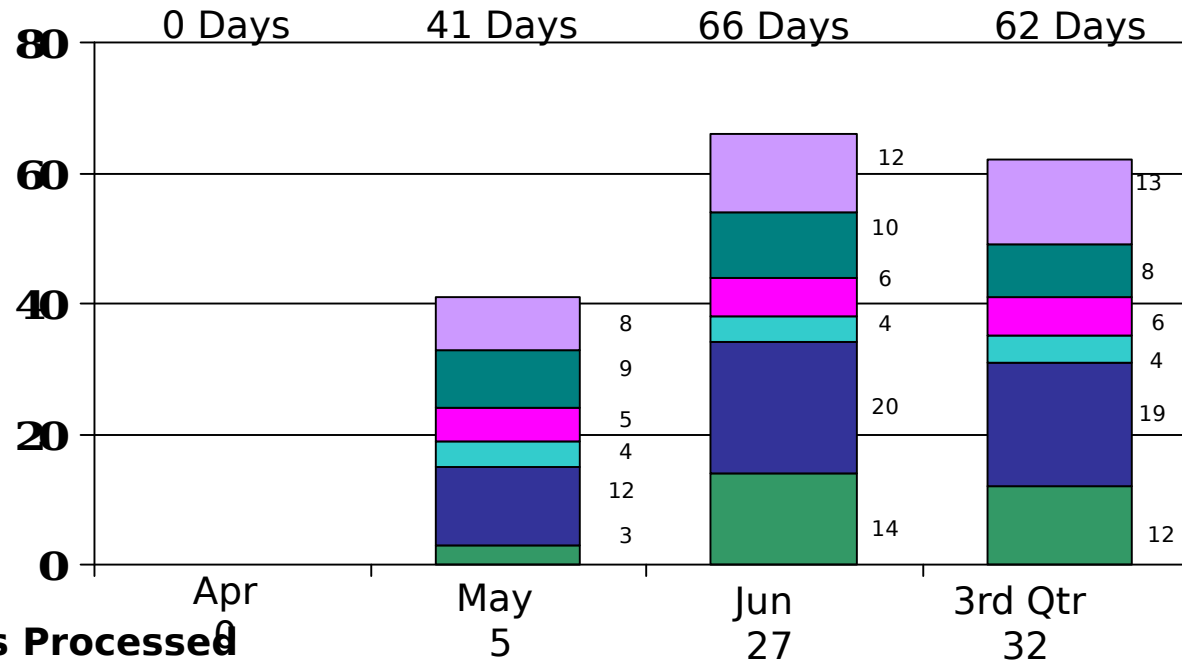# in Resumix (excludes mandatory CP level and FPS employees): 514 (41%)

ANALYSIS: An impressive 41% of the current serviced population has submitted resumes to the Resumix database, a significant improvement over last quarter's 24%. This 17% increase is attributed to the continuing efforts of the trained Resumix Coaches at White Sands who have been instrumental in increasing the Resumix pool. This trend is expected to continue.

W E S T R e g i o n

	0 Days	41 Days	66 Days	62 Days

Chart data (stacked bars):

Segment	May	Jun	3rd Qtr
Avg. Days w/ Manager/RMO	3	14	12
Avg. Days w/ CPAC	12	20	19
Avg. Days w/ CPOC CD	4	4	4
Avg. Days w/ CPOC SSD (PPP)	5	6	6
Avg. Days w/ Manager for Selection	9	10	8
Avg. Days w/ CPAC job offer/CPOC SSD close	8	12	13

# of Actions Processed

Apr	May	Jun	3rd Qtr
0	5	27	32

Legend:

- Avg. Days w/ Manager/RMO (Army standard: 3 days)
- Avg. Days w/ CPAC (Army standard: 3 days)
- Avg. Days w/ CPOC CD (Army standard: 4/30 days*)
- Avg. Days w/ CPOC SSD to clear PPP, make non-competitive placement, and/or issue referral (Army standard: 5/36 days*)
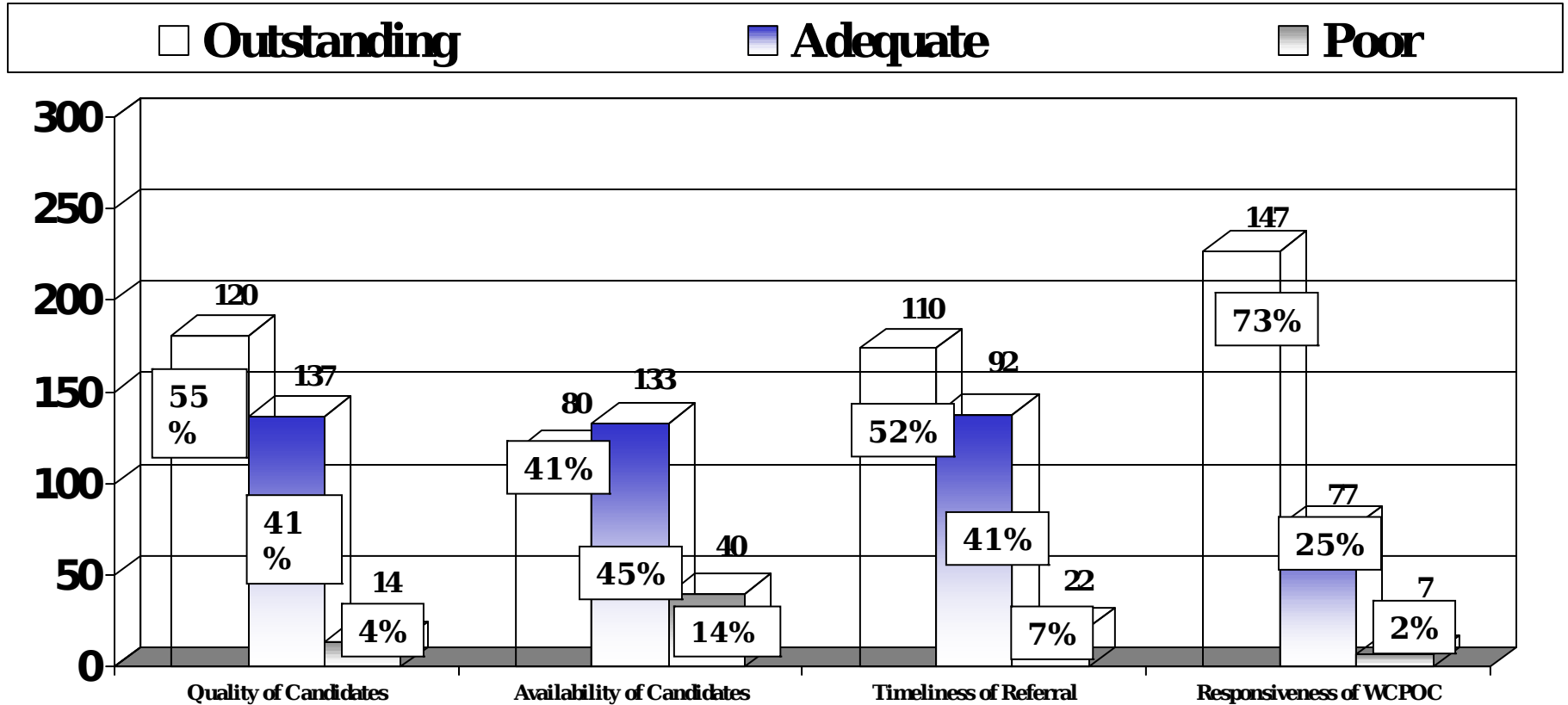- Avg. Days w/ Manager for Selection (Army standard: 10 days)
- Avg. Days w/ CPAC to make job offer and establish EOD and   CPOC SSD to process and close action.

*standard varies with type of action/referral

W E S T Region

ANALYSIS: Thirty two actions were closed this quarter in an average of 62 days. This compares very favorably with performance Army-wide; in May, the last month for which data is available, overall DA fill time was 112 days. Efforts continue to improve the timeliness of filling positions.

☐ **Outstanding**　　☐ **Adequate**　　☐ **Poor**

Quality of Candidates: Outstanding 120 (55%), Adequate 137 (41%), Poor 14 (4%)
Availability of Candidates: Outstanding 80 (41%), Adequate 133 (45%), Poor 40 (14%)
Timeliness of Referral: Outstanding 110 (52%), Adequate 92 (41%), Poor 22 (7%)
Responsiveness of WCPOC: Outstanding 147 (73%), Adequate 77 (25%), Poor 7 (2%)

TOTAL Resumix REFERRAL LISTS ISSUED = 1744*   TOTAL # FEEDBACK FORMS RETURNED = 449

*includes referrals for multiple grades

ANALYSIS: Selecting officials receive a feedback form with each referral list. Those returned indicate continued high level of satisfaction with Resumix referrals.

W E S T Region

SECTION 4
Processing Personnel Actions
Proponent: WCPOC, Staffing Services Division

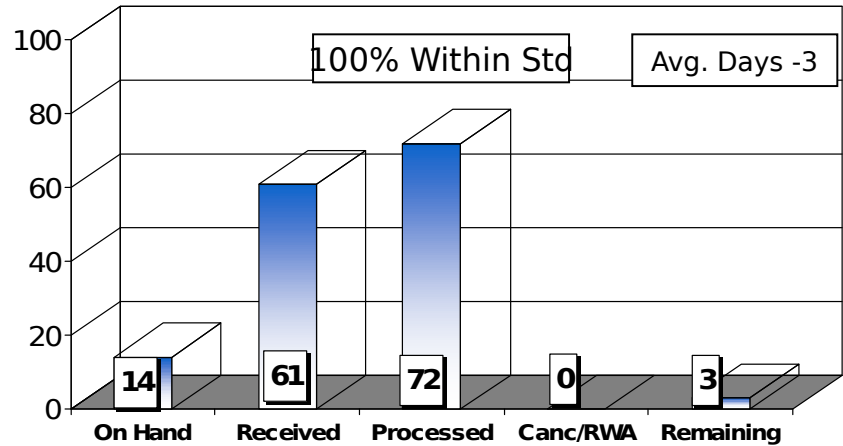| Sub-Section	Topic	Remarks
A	Non-Recruitment Actions Processed	Illustrates processing timeliness and volume of personnel actions processed through PERSACT – to include such actions as resignations, retirements, name changes, and other non-competitive actions.
B	Awards Processed	Presents a picture of the volume and value of awards processed.
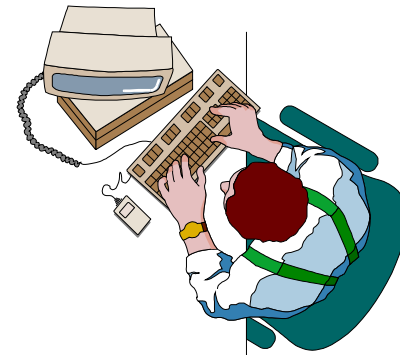
TOPIC:	Non-Recruitment Actions Processed - White Sands Missile Range	3RD QTR- FY99
PROPONENT:	WCPOC - SSD	ASSESSMENT: Green
STANDARD:	5 Calendar Days Avg. from Date Rec'd in SSD	

Apr

Avg. Days -4

100% Within Std

On Hand	Received	Processed	Canc/RWA	Remaining
18	58	62	0	14

May

100% Within Std

Avg. Days -3

On Hand	Received	Processed	Canc/RWA	Remaining
14	61	72	0	3

Jun

100% Within Std

Avg. Days -4

On Hand	Received	Processed	Canc/RWA	Remaining
3	82	78	0	7

3rd Qtr

Avg. Days -4

100% Within Std

On Hand	Received	Processed	Canc/RWA	Remaining
18	201	212	0	7

WEST Region
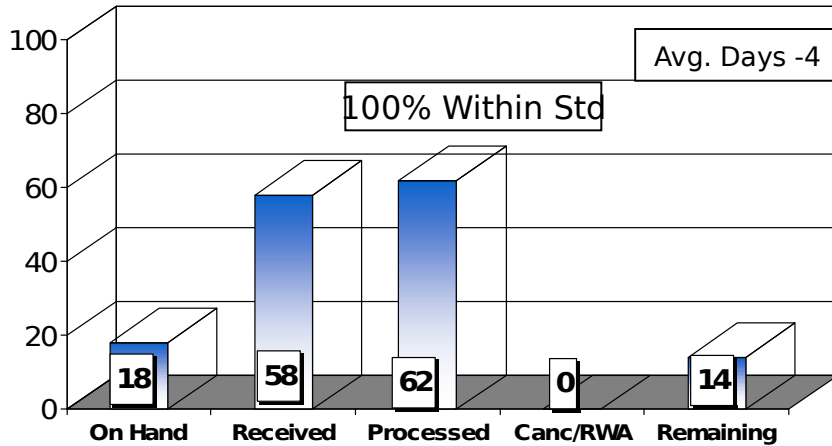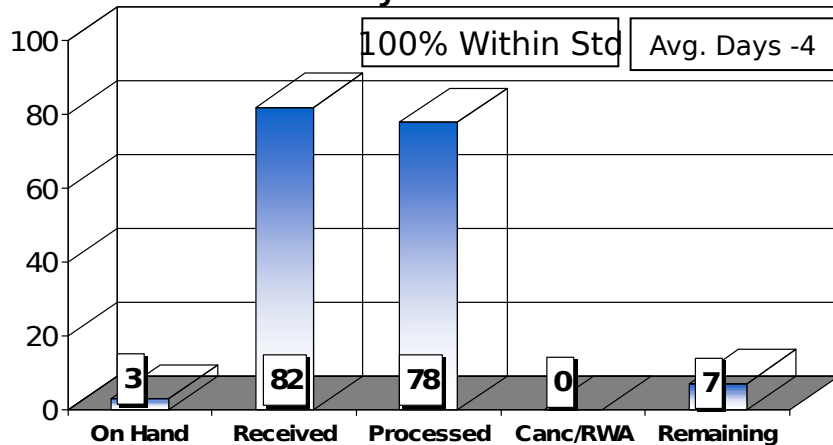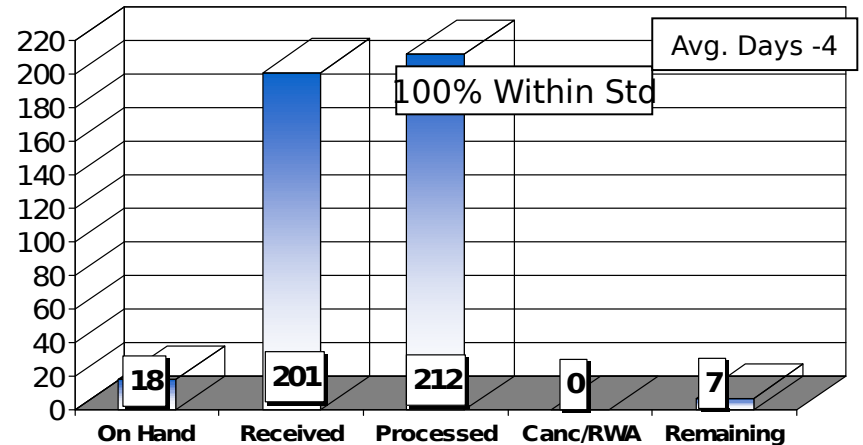
ANALYSIS: 100% of non-recruitment actions were processed within standard. Performance is excellent and is expected to continue at this level.

Apr

Monetary	Time Off	QSI	Honorary
89	11	3	0

$81,056

89 Hrs

May

Monetary	Time Off	QSI	Honorary
106	42	1	0

$81,176

659 Hrs

Jun

Monetary	Time Off	QSI	Honorary
138	8	1	0

$80,200

199 Hrs

3rd Qtr

Monetary	Time Off	QSI	Honorary
333	61	5	0

$242,432

947 Hrs

W E S T Region

Section 5
Training and Developing Employees
Proponent: WCPOC, Human Resource Development Division

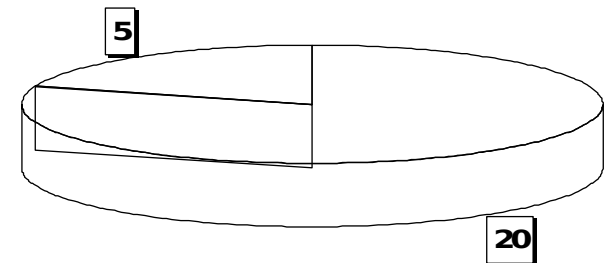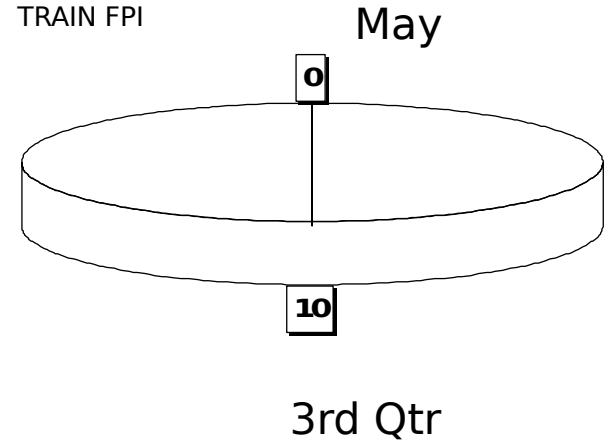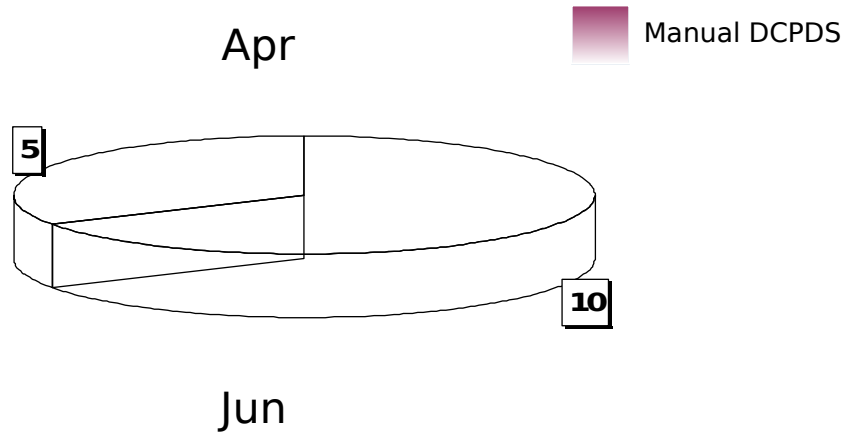| Sub-Section	Topic	Remarks
N/A	Training Requests Processed	Provides data regarding timeliness and volume of training request processing into the database. Also includes total employee hours spent in training and the dollars invested.

PROPONENT: **WCPOC - HRDD**

STANDARD: 7 Calendar Days from Receipt

ASSESSMENT: Green

Apr

Manual DCPDS

TRAIN FPI

May

5

10

0

10

Jun

3rd Qtr

Zero

5

20

**Training Investment: :
$4,475**

Training Hours: 298

ANALYSIS: All training completions forwarded were processed within star
Some instances of FPI user training conducted by the WCPOC were process
through TRAIN.

W E S T Region

SECTION 6
Providing Information Services
Proponent: WCPOC, Information Services Division
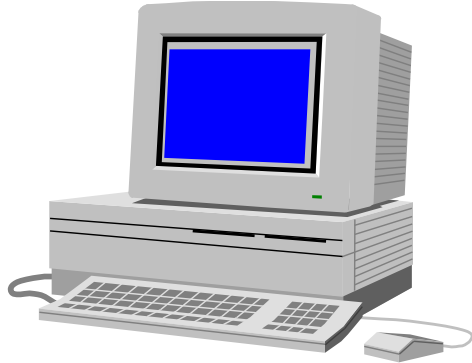
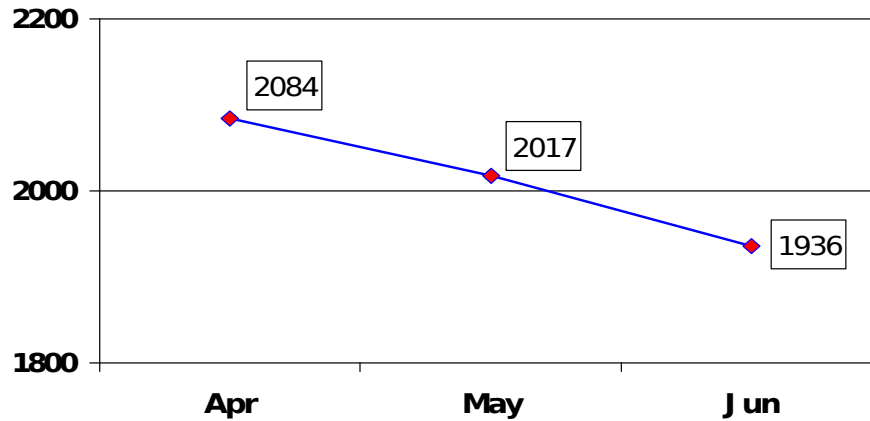| Sub-Section	Topic	Remarks
N/A	FPI Usage	Provides data on Functional Process Improvement (FPI) usage by managers in the region. The number of log-ins is the number of times that managers/resource managers entered the system. The number of accounts is the total accounts that have been built for managers or resource managers to use any of the FPI modules.

Logins

2200
2084
2017
2000
1936
1800

Apr   May   Jun

Number of Managers that Logged In

160
140
124
120   111   119
100
80
60
40
20
0

Apr   May   Jun

Account

S

400
390
380
370
360
350   341   344   346
340
330
320
310

Apr   May   Jun
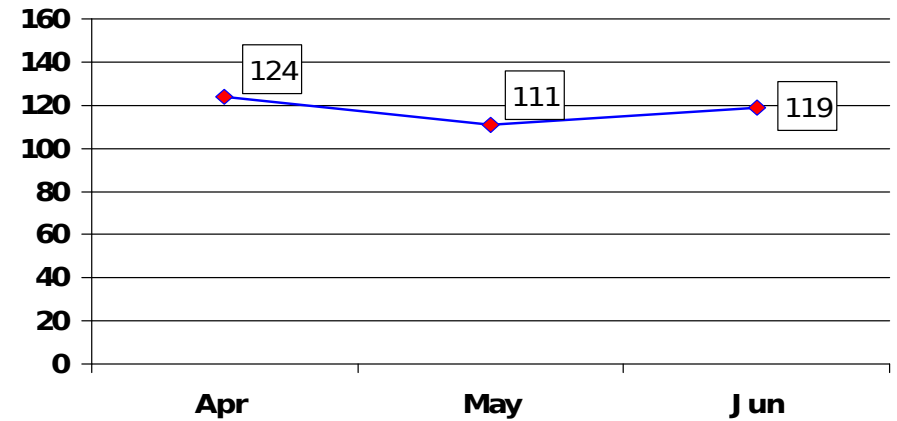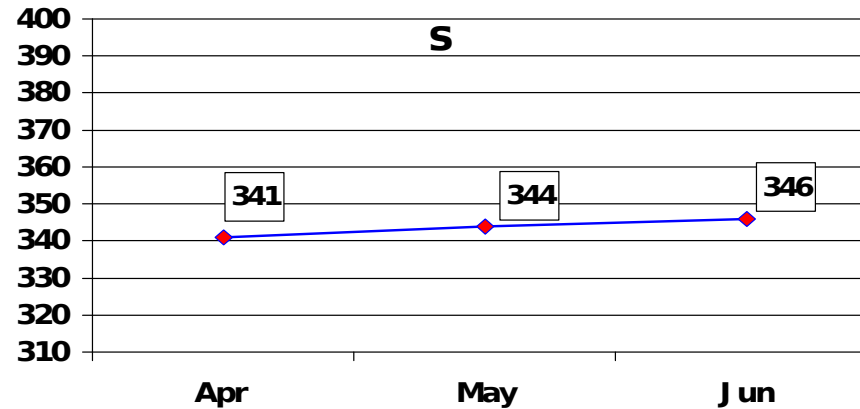
ANALYSIS: The number of Managers using the FPIs decreased from about 42% last quarter to about 35% this quarter.

WEST Region